

7 Octol . 1960

MEMORANDUM FOR: Chief, Document Division  
CIA Librarian

SUBJECT : Unclassified Translations  
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PRESENT :



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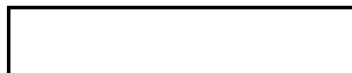
1. A meeting was held to implement the recommendations of the 22 September 1960 memo to the AD/OCR signed by Messrs. [ ] and [ ]

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2. It was mutually agreed:

- (a) All unclassified translations regardless of length will not be intellofaxed. One exception to this rule will be those unclassified translations that are enclosures to classified reports, and they will be indexed in the intellofax system as well as indexed in FDD's DEX File.
- (b) The analysts in Document Division will prepare 35-2's for Inter-Library loan translations. It will no longer be necessary for Document Division to supply 35-2's for FDD, because a copy of the cover page of the translations has been and will continue to be supplied to them by the Library.
- (c) The translations purchased by the Domestic Section of Ly/Acq. will go directly to the Processing Branch of Document Division for typing and microfilming. The mechanics for processing to be worked out by Processing Section, DD.
- (d) JPRS reports will not be coded, microfilmed, or have source cards typed by Document Division.
- (e) FDD non-scheduled summaries will be indexed only in the IPI.

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